



**DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS
400 ARMY PENTAGON
WASHINGTON DC 20310-0400**

DAMO-FM-FMS

17 September 2002

MEMORANDUM FOR STUDENTS OF CLASS ..., ARMY FORCE MANAGEMENT SCHOOL, 5500 21ST STREET, SUITE 1400, FORT BELVOIR, VIRGINIA 22060-5923

SUBJECT: Welcome Package for ...

1. Welcome to the Army Force Management School (AFMS), Force Management Course 03-04. Classes begin Monday, 9 September 2002. Registration will be conducted from 0715 to 0800 hours, 9 September 2002 at the AFMS, located in Building 247, Humphrey's Hall, Suite 1400, 5500 21st Street, Fort Belvoir, VA 22060-5923.
2. The purpose of the Army Force Management Course is to provide professional development for both Army military and civilian personnel serving in or selected for assignments in the force management functional area.
3. The enclosed Welcome Packet contains a pamphlet entitled: "Army Force Management School Administration and Logistics". It provides instructions for your use in planning your attendance to this course as well as additional administrative and logistical support available to you. Government quarters are available on Fort Belvoir at Knadle Hall, building 470, 9775 Gaillard Road, Fort Belvoir, VA. 22060. You may contact Knadle hall by calling either 1-800-295-9750 or (703) 704-8600 two weeks prior to the class commencement date. Ensure that you inform the reservation desk that you are attending the Army Force Management School. Further Knadle Hall information is:
 - a. If you require an early arrival date, contact Knadle Hall immediately so they may comply with your request. There are no guarantees that all requests can be satisfied. The sooner Knadle Hall is informed, the better chance of having your request completed.
 - b. All Knadle Hall guests planning to arrive after 1800 hours must guarantee their reservations with a credit card in order to hold their reservation until midnight. If there is no reservation or no check-in by 1800 hours, the reservation will automatically be cancelled and the room made available to other patrons.
 - c. All cancellations must be made by 1800 hours on the date of arrival or the credit card provided to guarantee the reservation will be charged for the first night.
4. Additionally, all students must provide verification of security clearance from their agency's security manager to Mr. Lebron for attendance at the course. An example is provided in the Policies and Procedures Guide (Appendix 1). A copy of the form can also be found at the Army Force Management website at www.afms1.belvoir.army.mil/index.htm.

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5. Please review and complete the registration form included in the Administrative and Logistics Guide (Appendix 1) and return it by FAX to Mr. Bill Moriarity at DSN 655-4910 or commercial (703) 805-4910 as soon as possible. A copy of the form can also be found at the Army Force Management website at www.afms1.belvoir.army.mil/index.htm.

6. Due to current events, Fort Belvoir is at security level "C", which requires proper identification as you enter the installation. If you drive your own vehicle and have a DoD vehicle sticker, you should not experience any major delays while getting onto the installation. However, be prepared for some gate backup. If you are renting a vehicle, it is recommended that you have required documentation to secure a temporary pass. Documentation is proof of insurance and rental agreement.

7. If you have any questions concerning your attendance at the school, please contact:

a. Mr. Steve Dart for administrative/logistics information at DSN 655-4902 or Commercial (703) 805-4901/2.

b. Mr. Dick Pahland for registrar information at DSN 655-4904 or commercial (703) 805-4904.

c. Mr. Bob Lebron for security verification information and/or TDY orders for out of town students at DSN 655-2878 or commercial (703) 805-2878.

ROBERT LEBRON, JR.
DCS, G-3, AFMS Representative
Army Force Management School